Get URLs for Digital Commons Batch Upload

1. Login to Google Drive. (drive.google.com)

2. Open Fulltext URLs Apps Script folder in Google Drive.

3. Upload files to bepress batch files folder by dragging and dropping or clicking on the orange upload button.*

   *remove all spaces in filenames

4. Open fulltext URLs Google spreadsheet.

5. Choose “Get URLs” from the menu and click “Run Script.”

6. Sort your bepress Excel spreadsheet by the “filename” column.

7. Copy the URLs from fulltext URLs Google spreadsheet and paste into bepress Excel spreadsheet “fulltext url” column.